

## Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR <sup>i</sup> :	Dr Ian Cameron
SUBJECT <sup>ii</sup> :	<b>Award of Contract for Long Term Conditions Supported Structured Self-Management Programme (Contract Reference 9Q5F-32Z9QI)</b>
DECISION DETAILS <sup>iii</sup> :	<p>The Director of Public Health is recommended to:</p> <ul style="list-style-type: none"> <li>- approve award of a contract to Self Management UK for the Long Term Conditions Supported Structured Self-Management Programme. The contract is to commence from 1st April 2015 until 30<sup>th</sup> November 2015, with no option to extend.</li> </ul> <p>The service model that has been procured is in line with the needs and requirements of the service users as set out in the tender documents.</p> <p>Four applications were received in total for which the deadline was 28<sup>th</sup> January 2015.</p> <p>The contract is to commence from 1st April 2015 until 30<sup>th</sup> November 2015, with no option to extend.</p> <p>The value of the contract is £185,000, which is a fixed budget for the delivery of this contract.</p> <p>This report provides the background to the requirements for this service provision and the decision to undertake a procurement exercise. It then outlines the procurement process and the outcome of the evaluations.</p> <p>The open procurement process was followed which commenced in December 2014 when the documents were published through YORtender,</p> <p>The Pre-Qualification Questionnaire (PQQ) and Tender Documents Parts 1 to 4 were issued at the same time and bidders were given the deadline of 28<sup>th</sup> January 2015 to submit PQQ's and tender submissions.</p> <p>The quality criterion in the invitation to tender was set at 100% quality. There were qualitative areas that tenderers had to respond to, which focused on:</p> <ul style="list-style-type: none"> <li>• The design, development and implementation of the programme</li> <li>• Involvement of people in the delivery and evaluation of the programme</li> <li>• Prioritisation of newly diagnosed patients onto the programme</li> <li>• Communications Strategy and promotional strategy</li> <li>• Competence of the educators</li> </ul>

- Accessing and supporting potentially vulnerable groups
- Understanding of community development principles
- Support mechanisms to ensure attendance on the programme

An evaluation panel, consisting of commissioning officers with experience and knowledge relating to Long term conditions and self management evaluated the four tender submissions in line with the evaluation model set out in the tender instructions.

Due diligence checks of the submissions for this contract have been undertaken by the Council's PPP&PU. These included the uptake of references from bidders, ensuring that the appropriate levels of insurance were in place, an inspection of all audited accounts as well as health and safety policies, information governance and safeguarding.

The new contract is to commence from 1st April 2015 until 30<sup>th</sup> November 2015, with no option to extend.

### **Consultation and Engagement**

Significant consultation has been undertaken on the service specification. The tender documentation was subsequently developed to ensure that the key issues were reflected.

A Consultant in Public Health, A Health Improvement Principal, and two GP's were on the evaluation panel, all of whom have a vast wealth of knowledge and experience in this field.

### **Equality and Diversity / Cohesion and Integration**

An Equality Impact Assessment screening tool has been undertaken and is attached at Appendix 2.

Appropriate policies and procedures are in place by the recommended provider and were reviewed as part of the PQQ screening process.


### **Resources and value for money**

The value for the proposed contract award is £185,000 which is a fixed budget for the provision of this service. This is reflective of current service funding and does not introduce any additional funding pressures.

The contract is being awarded in the sum of £185,000, which is the fixed budget for the delivery of this service.

The Health Improvement Principal will support implementation of the contract award to ensure the new service is in place and operational by 1st April 2015.

TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication or call-in)																		
NOTICE <sup>viii</sup> / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions:  If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-  If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-																		
AFFECTED WARDS:	Across all wards																		
DETAILS OF CONSULTATION UNDERTAKEN:	<table border="0"> <tr> <td>Executive Member</td> <td>Date consulted:</td> <td>Interest disclosed?<sup>ix</sup></td> </tr> <tr> <td>Cllr Mulherin</td> <td>16.03.2015</td> <td><input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Ward Councillor</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</td> </tr> <tr> <td>Others<sup>x</sup> (please specify: )</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No</td> </tr> </table>	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup>	Cllr Mulherin	16.03.2015	<input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No	Ward Councillor	Date consulted:	Interest disclosed?			<input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No	Others <sup>x</sup> (please specify: )	Date consulted:	Interest disclosed?			<input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No
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CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)																		
CAPITAL INJECTION APPROVAL	<table border="0"> <tr> <td></td> <td>Capital Scheme Number: XXXXX / XXX / XXX</td> </tr> <tr> <td>(Name: )</td> <td>Date:</td> </tr> <tr> <td>(Title: )</td> <td></td> </tr> </table>		Capital Scheme Number: XXXXX / XXX / XXX	(Name: )	Date:	(Title: )													
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(Name: )	Date:																		
(Title: )																			

CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title
		Supplier
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Lucy Jackson – Consultant in Public Health – Long Term Conditions	
CONTACT PERSON:	Lucy Jackson	Telephone number <sup>xi</sup> : 07712214794
DECISION MAKER / AUTHORISED SIGNATORY <sup>xii</sup> :	Ian Cameron, Director of Public Health  	Date: 16.03.2015

<sup>i</sup> The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

<sup>ii</sup> A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

<sup>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

<sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

<sup>vii</sup> Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

<sup>viii</sup> All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

<sup>ix</sup> No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

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<sup>x</sup> This may include other elected Members, officers, stakeholders and the local community.

<sup>xi</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

<sup>xii</sup> The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.